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6 April

I. Effective 9 April 1956 the following new procedure will apply to all suggestions which concern Records Management matters:

- A. Send suggestions to Records Management before sending to the office of primary interest.
- B. Send suggestions to Records Management before putting before Committee for final action.
- C. Send date of receipt of suggestion.
- D. All suggestions for Records Management Staff must be routed through Chief, Records Management Staff.

II. A general breakdown of Records Management Staff responsibilities is listed for your convenience:

- A. Reports and Correspondence Management
 - 1. See attached
- B. Forms
- C. Records Disposition
 - 1. Inventions — 7
 - 2. Preservation
 - 3. Storage
- D. Vital Materials
- E. Filing Equipment & *Supplies*
Filing Systems
- F. Mail Control (Staff guidance)
- G. Messenger Control (Staff guidance)

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